**1.** Standardized CLCs provide uniformity and consistency in running and maintaining retention registers for the purpose of Reduction-In-Force (RIF).  AFPC develops, maintains and administers Air Force Standardized CLCs for all Air Force bases serviced by AFPC (optional for hiatus bases).

**2**.  The standardized CLC listing is located on the WWW on the PALACE Compass Homepage (http://www.afpc.randolph.af.mil/compl/).  AFPC designed the standardized CLC listing after researching the capabilities of AUTORIF.  The standardized CLC does not contain any criteria that can be defined either in the parameters of AUTORIF or in the select and sort process when running the retention register.  The CLC only identifies the variables within a particular occupational series.

   a.  The following identifies what the CLC is comprised of and provides examples:

   1) First through third position:  Identifies positions by pay plan, series and title (regardless of grade level) which are distinctive enough in duties, qualification requirements, critical elements, etc., to warrant establishment of separate competitive levels with no specific criteria attached to any one character.  Numeric or alpha-numeric codes are used.  Examples follow:

   180 GS-0188, Recreation Specialist
   181 GS-0188, Recreation Specialist (Outdoor Activities)
   K09 GS-0318, Secretary (Office Automation)
   K13 GS-0318, Secretary (Stenography/OA)
   K14 GS-0318, Secretary (Stenography)
   T58 GS-0850, Electrical Engineer
   T59 GS-0850, Supervisory Electrical Engineer

   2) Fourth position:  Defines the variables in positions with like series and titles.  This position is comprised of alpha characters A - Z and numbers 0 - 9.  The first three variables (A – C) have already been defined as follows:

   A - All positions with like series and titles

   B - ART positions

   C - Formal training positions
           D – Z and 0 – 9 will be defined by series as bases are transitioned to AFPC for servicing and justifications for separate CLCs are received.  During systematic conversion, the fourth position will always default to A unless Modern DCPDS indicates it is an ART position or formal training position, in which case the fourth position will be B or C accordingly.   Once identified, D – Z and 0 – 9 in the fourth position will always have to be manually updated.  This position should not be used to identify a different competitive area.  Competitive area is a parameter set in AUTORIF.

3) The CLC table identifies the occupational series, title and the first three characters of the CLC. If it is determined that a particular position should be something other than A, B or C, the servicing classifier must go into the fourth position define area and review the variable definitions that have been established for the particular series of interest. If there are no variable definitions established which fit the particular work situation, then a new CLC needs to be requested and established through AFPC/DPCMC.

4) Following are examples of competitive level codes using the above procedures:

180A Recreation Specialist
180C Recreation Specialist (formal training position)
K09A Secretary (Office Automation)
K09D Secretary (Office Automation) (requires specialized medical terminology)
T58A Electrical Engineer
T58B Electrical Engineer (ART position)

**3**. The Standardized Core Personnel Documents (SCPDs) are assigned an Air Force standardized CLC prior to being published in the AFPC SCPD Library. If the user makes modifications to the SCPD, the assigned CLC should be reviewed to ensure that the modification did not place any special requirements in the position that would warrant assignment of a different CLC. Such changes may impact the applicability of the SCPD.

**4.** AFPC does not assign mock CLCs for detail positions. The appropriate CLC from the standardized CLC table is assigned. Prior to RIF, employees on detail, temporary promotions, etc., are moved back to permanent positions; therefore, there is no need for mock CLCs.

**5.** Careful review of the position requirements and the CLC listing is required when assigning CLCs. Positions with the same pay plan and series, but having different titles, should be evaluated closely for propriety of different competitive levels. Likewise, assignment of different skills codes to positions with the same title, pay plan and series may be an indication that different competitive levels are required. However, it is necessary to review actual duties, responsibilities, skills and knowledges required of the position before making a final determination. When classifying a position to a series where the titling is at the discretion of the classifier, review the CLC listing to see if there is already a CLC and title that would be appropriate for the subject position. Following is a quick test to determine if positions require different competitive level codes:

a.  Do the positions require the same basic experience and training?

b.  Do the positions require the same skills and abilities?

c.  How long would it take an employee with experience in one position to be able to serve satisfactorily in the other?

d.  How much time can be allowed for meeting satisfactory performance standards without causing serious harm to the mission of the organization?

**6.** Converting to Standardized Competitive Level Codes.  When bases transition to AFPC for staffing services, the CLCs are converted as shown in the following table:

| | ROLES AND RESPONSIBILITIES | CPF / MGT | AFPC |
|---|---|---|---|
| | **Converting to Standardized Competitive Level Codes** | | |
| **1.** | **Transitioning all Bases to AFPC:** | | |
| a. | Prior to transitioning, provides AFPC with the current CLC listing and justifications along with other transition material | X | |
| b. | Servicing classifier reviews CLCs and justifications to identify potential problems that may occur when CLCs are converted | X | X |
| c. | Runs conversion DESIRE that systematically converts existing CLCs to standardized CLCs and identifies errors.  Normally, run DESIRE prior to base transition | | X |
| d. | Servicing classifier reviews initial CLC error list and determines proper CLC for readily identifiable errors and inputs proper CLC in FIX file on Q drive.  (This should be a coordinated effort between AFPC servicing classifier and the CPF) | X | X |
| e. | **For AFPC classified bases.**  The servicing AFPC/DPCMC classifier determines reason for error, corrects classification if necessary, assigns proper CLC or requests new CLC, annotates correction on ERR listing and forwards for input to Modern DCPDS  <br><br>**For locally classified base.**  The servicing AFPC/DPCMC classifier will contact the CPF and provide a list of positions that require corrections, are not readily identifiable or require other action (e.g., correct classification, Modern DCPDS input, etc.).  The CPF is responsible for identifying, correcting and inputting CLCs into Modern DCPDS | X | X |
| f. | Runs FIX file | | X |
| **2.** | **Assigning CLC after transition:** | | |
| a. | Servicing classifier assigns CLC using standard CLC listing located on the WWW | X | X |
| b. | Requests a new CLC (only if appropriate CLC is not available on the WWW) | X | X |
| c. | If CLC is not available on the WWW, provides new CLC | | X |

a.  The information in Modern DCPDS (i.e., title, ART status) must be an absolute match to the CLC table before the CLC will automatically convert.  Following are a few common errors seen and what might be the appropriate corrective action (this list is not all inclusive nor are recommended corrective actions always going to be appropriate).

1) There is a pending action on the position and no changes can be made until the action consummates.  ACTION:  Track the pending action and, once cleared, manually update the CLC in Modern DCPDS.

2) There is an error in the spelling or spacing in the title.  This can be either an error in Modern DCPDS or on the CLC table.  EXAMPLE:  Secretary (Office Automation).  ACTION:  If the error is in Modern DCPDS, make the correction and manually update the CLC.  If the error is on the table, manually update the CLC and request AFPC/DPCMC make the correction to the table.

3) The position is misclassified (i.e., mistitled).  This may not always be readily identifiable and will require some research.  EXAMPLE:  GS-0501, Financial Analyst.  Financial Analyst is the prescribed title for positions in the GS-1160 series; therefore, this title cannot be used for positions in any other series.  ACTION:  The position description or core personnel document needs to be reviewed to determine the appropriate classification.  The classification should be corrected before determining the appropriate CLC.  Manually update the CLC in Modern DCPDS.  Refer ART positions to HQ AFRC/DPCC.  **WARNING:**  A new CLC should not be requested or established for positions that are misclassified.

4) The title in Modern DCPDS is close but not an exact match for the title in CLC table.  EXAMPLE:  Modern DCPDS title is Human Resources Manager, CLC table is Human Resource Manager.  ACTION:  Select the appropriate CLC and manually update Modern DCPDS.  There may be instances in these types of errors when the table may need to be updated; for example, if the table has as a title Secretary (OA) and the Modern DCPDS has Secretary (Office Automation).  The table will be updated by AFPC/DPCMC to show both variances in the title.